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STATUS OF RECOMMENDATIONS IN STUDY
"Admin/Support Workload at Small Stations & Bases"

As of: 1 Aug 57

SUMMARY OF RECOMMENDATION

CURRENT STATUS

A. That personnel who may perform support work in Field be required to obtain the following training:

- (1) Budget & Financial Procedures Training Course
- (2) Three (3) Week On-the-Job Training Course In Logistics
- (3) Eight (8) Week's Basic Communications Course.

- (1) Although this course was started in April 57 no revision has been made in the Admin Training Standards as listed in Annex A, Chap. VI, [] 25X1
- (2) Logistics states they will start this more simplified course when sufficient demands are received from the Area Div's. There is presently a six (6) week Logistics Support Course but it is patterned for individuals going to installations larger than those upon which this study is based.
- (3) Although Commo gives this course at present there is no formal requirement that all personnel going to the field that may be required to use the knowledge obtain this particular type of training.

B. That as many as possible Class "B" installations report to Class "A" Certifying Officers in the Field.

B. This is already in effect in most areas and WH Div has just requested a Class A Certifying Officer []. However, on the basis of this recommendation the Comptroller and the Area Div's should review the world-wide field organization to determine possible greater application of the Class "A" Certifying system in the field.

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SUMMARY OF RECOMMENDATION

- C. Conversion to Type III Station Supply System as soon as Possible.

[REDACTED]

- D. Revision of the Detached Station Supply System Handbook in more understandable language (to apply to those installations that will remain under the Type II Supply System)

- E. That the Offices of Personnel, Logistics, Training and the Comptroller review the reports listing (Tab H) and advise Management Staff of any revisions necessary before a finalized list is prepared for reference and guidance by Field Stations

- F. That the following suggestions, as stated in para 4 of the study be implemented as soon as possible:

- (1) Selection of well qualified Admin Asst's at Stations having 3 or more positions (Para 4b of Study)

- (2) Review of Fitness Report Definitions and Standards (Para 4f (1) of Study)

CURRENT STATUS

- C. The Office of Logistics ([REDACTED]) states that the draft of this handbook will be sent to the Office of the DD/S for initial review during the week of 12 Aug 57 as part of the "package presentation" of revised proposed publications. After this, the publication will be sent to the DD/S and DD/P components for final concurrence prior to printing.

- D. Same as C, above.

- E. This has not been completed since the Study prepared by Mgt Staff, which contains the List of Reports (Tab H), has not been sent to the Offices mentioned.

- (1) The Career Boards, everyone admits, have been doing a better job of selecting personnel for the field. However, this study formally points out the necessity for well qualified personnel by showing the extent of the workload and illustrates both the quantity and quality of the work requirements so as to show the important need for qualifications. This is just one other document to convince the various offices of the importance of qualifications.

- (2) The recommendation requests that the "Fitness Report Task Force" consider this point. As yet, the "Task Force" has not considered this study.

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- (3) Elimination of Forms No. 292 and 293
(Para 4g (1) of Study)

- (3) This recommendation has been in our study for many months, i. e., at least since Dec 1956. About two months ago, [] Office of the Comptroller sent a recommendation to [] Spec. Asst to the DD/S to the effect that form No. 292 be eliminated. [] sent the recommendation back to [] and [] requested that he prepare a recommendation and proposed notice to the effect that both Forms No. 292 and 293 be eliminated. The memorandum to the above effect from the Office of the Comptroller, together with a draft proposed revised Notice was sent to the Office of the DD/S on 29 July 1957 according to []. 25X1

- (4) Elimination of Transmittal Type Dispatches
(Para 4 l of study)

- (4) This recommendation has been in our study since Dec 1956. A proposal was received from the Field in response to Col White's Book Dispatch of several months ago which also recommended this action; however, this coincided with an Employee Suggestion, which has been adopted, for an improved "Pouch Manifest Form" so that sufficient copies of the form can be sent to all of the offices concerned at Hqs. (The present "Pouch Manifest Form" has only been distributed to RI.) A batch of new forms has been procured and is being tried on a test basis in NEA Division before the form is considered for use throughout the entire organization.

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SUMMARY OF RECOMMENDATION

CURRENT STATUS

- (5) Report of results of "Test Run" on new Dispatch form. (Para 4 m of study)
Note: Sufficient cys have been printed to last for six month's and due to printing "lead time" our recommendation was to furnish Mgt Staff with a report of the results of the testing no later than 31 Jul.
- (6) Reduction in Pouch Envelopes (Para 4 n of Study)

- (5) Records Mgt Staff, Management Staff is endeavoring to obtain a report by contacting RI and the various support offices informally during August. However, it would seem better to request such a report via approved DD/S approval.

No action yet since a copy of this study has not formally been sent to the DD/P for referral to RI for comment and or action.

*Ref to book
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